Template for Project Description

Please note that all the main points in the project description are mandatory, while some sub-points are only guidelines and may not necessarily be relevant for all projects/application types. A separate template should be used for applying for a scholarship for clinical studies (20 percent).

Format requirements

- The application must be concise and written in Norwegian or English, alternatively Swedish, or Danish.
- Page limit: Maximum of 10 pages, including figures, tables, references and appendix. The page format should be A4.
- Font: Equivalent to Calibri 11 pt, single line spacing, minimum 2 cm margins. Font 9 can be used for the list of references and figure legends.

PROJECT TITLE

The title should reflect the content of the project. It should be a maximum of 150 characters. The title should not be written in capital letters.

1. Introduction

The introduction should provide a brief description of the project's background and identify the key knowledge challenges in the research field.

Provide a description of:

- the current state of knowledge in the research field
- the field's main challenges/knowledge gaps, both nationally and internationally
- the background for the project
- the project's originality and/or significance for the field

1.1. Impact on Patient Care

In the application form (eSøknad), provide a brief account of the project's expected significance for health services, including the impact on patient care (in the short and long term) and/or disease prevention and/or the organization and quality of health services. This can be further detailed in the project description.

2. Objectives and goals

Research questions and/or hypotheses should be presented as clearly defined primary and secondary objectives/goals. The objectives should be concrete and verifiable. The primary and secondary objectives should be described in the application form (eSøknad) and can be further detailed in the project description based on:

- Research questions
- Short-term and long-term goals
- Expected results to be achieved during the project period
- Expected impact on the research field

Specific to some application types

- For applications for PhD and postdoctoral fellowships: The postdoc/PhD's tasks in the project should be clearly stated.
- For applications for career fellowships: The researcher (the applicant for the career scholarship) and the postdoc/PhD's tasks in the project should both be clearly defined. The project description should also include a plan for establishing their own research activity/group and building an environment with partners.
- For applications for overseas fellowships: The project description, summary, and activity plan should reflect that this is an application for an overseas fellowship. The project description should include a separate point explaining the overseas stay, preferably in the beginning of the project description.
- For applying for a scholarship for clinical studies (20 percent): See the separate template for the project description.

3. Feasibility

Feasibility indicates the degree to which the project can be implemented in the best possible way within the project period.

3.1. Study Design, Method Choices, and Analyses

Explain the scientific methods to be used in the project. The method choices should be justified, and it should be clear how they are suitable for answering the research questions/hypotheses. Alternatively, describe how the methods can be developed through the project.

Provide a description of:

- Necessary equipment and personnel
- How the method choices are innovative for the field
- Design (clinical studies)
- Statistical power to answer the issue where relevant (clinical studies)
- Use of exploratory markers for patient stratification, if relevant (clinical studies)
- Gender-specific analyses, if relevant

3.2. Risk Assessment

How are risks identified and managed, e.g., through alternative approaches?

3.3. Organization and Collaboration

The project description should include an overview of the project's organization and collaboration constellations. Provide a description of:

- The project's organization and alternatively placement in a research group
- The research environment's competence, infrastructure, and other resources relevant to the project's implementation and feasibility.
- The extent of external/regional/national/international collaboration in the project

All active partners in the project should be listed in the application form (eSøknad). Note! Regional collaboration will be positively weighted in the evaluation of projects in the application category "Open Project Support."

3.4. Budget

The budget should be set up in the application form (eSøknad). If necessary, provide additional information about the budget and resource use in the project description. The budget should give a good overview of the cost framework and be consistent with the project's goals and content. PhD and postdoctoral fellow's must account for all costs necessary to carry out the project, including costs not covered by the rate.

3.5. Plan for Progress and Publishing

An activity plan (milestone plan) for the project should be included in the application form (eSøknad). The project description should contain a more detailed description of the schedule and milestones for the project's implementation, including an overview/description of planned publications.

3.6. Implementation Plan

Provide a description of:

- how new knowledge can be used in health care services.
- plan for implementing of project results.
- the project's innovation potential

4. User Involvement

Describe how users will be involved in the project and how user involvement can increase the quality and relevance of the project.

User involvement is when users have the opportunity and access to influence, develop, and change health research. Users can participate in various phases of the research project and/or at a more overarching strategic level. User involvement should not be confused with data collection from patients and relatives who act as study subjects/respondents.

There is a requirement for user involvement in research projects in the specialist health service, cf. "helseforetakslova § 35". User involvement is a democratization of health research and should help ensure that the users' perspectives, needs, and experiences are reflected in the research. User involvement in health research in the specialist health service should improve the quality and relevance of the research. Users are primarily patients and relatives. In some cases, health and care personnel and the general population can also be considered users in a research context.

Researchers receiving research funds from Helse Vest must have completed a course in user involvement, https://www.helse-vest.no/vart-oppdrag/vare-hovudoppgaver/forsking#kurs-og-rettleiar-for-brukarmedverknad-i-helseforsking.

5. Ethics

Explain any ethical issues in the research project and how these are handled. If there are no ethical issues, this must be indicated.

6. References

References should refer to literature that supports the project's scientific content.

General Tips:

- The applications will be evaluated by external, independent experts in review committees. Therefore, it is important that the project is described in a clear and structured manner in the project description, which is crucial in the evaluation of an application.
- Be careful to adhere to the format requirements. Please note: The application will be rejected if the project description is too long.
- Avoid excessive use of abbreviations, technical terms, etc.